



DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

May 14, 2013

CERTIFIED MAIL

Michael Morisy
MuckRock News
DEPT MR 5064
P.O. Box 55819
Boston, MA 02205-5819

FOIA Request Number: 2013-05-092

Dear Mr. Morisy:

On May 6, 2013, the Office of the Chief Counsel of the Bureau of Engraving and Printing (BEP) received your letter requesting any reports regarding testing of currency for traces of cocaine and other illegal substances made by BEP during the last ten years. However, we are unable to respond to your letter as written because it does not contain the requirements to be considered a "request" under the Freedom of Information Act (FOIA), 5 U.S.C. §552 or the Privacy Act (PA), 5 U.S.C. §552a.

To process a request under the FOIA or PA, the request must:

1. **Be signed;**
2. State that it is made pursuant to FOIA and/or PA;
3. Contain a statement that enables the processing office to determine your fee category;
4. Be addressed to the Bureau that may maintain the record(s) you seek;
5. Describe the nature of the record(s) being sought in sufficient detail to enable personnel to locate the records;
6. Provide an address where the determination letter may be sent; and
7. Contain a statement agreeing to pay fees for search, duplication, and/or review, if appropriate.

The BEP responds to requests for records by regular mail or fax and does not accept FOIA/PA requests by electronic mail. Your revised request may be mailed to Bureau of Engraving and Printing, Disclosure Services, Room 419-A, 14th & C Streets, SW, Washington, D.C. 20228-0001 or faxed at (202) 874-2951.

For additional information in preparing a FOIA or PA request, please visit BEP website at moneyfactory.gov, and click on "FOIA" at the bottom of the page. If we do not hear from you within thirty (30) days from the date of this letter, your file will be closed. If you have any questions regarding your request, please contact me at (202) 874-2500 or fax at (202) 874-2951.

Sincerely,

Leslie J. Rivera-Pagán
Disclosure Officer